

## COUNCIL COMMUNICATION

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TO: THE CITY COUNCIL  
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE  
AUGUST 2, 1989

SUBJECT: PURCHASE OF COPIER FOR CITY HALL

PREPARED BY: Assistant City Manager

RECOMMENDED ACTION: That the City Council authorize the purchase of a Ricoh FT-7060. Funds for this equipment were included in the 1988/89 budget in the amount of \$17,000.

BACKGROUND INFORMATION: The 1988-89 budget included funds for the purchase of a copier for City Hall. The Purchasing Agent received proposals on 10 different copiers. Our requirements were that the equipment have a design capacity of 80,000 copies per month, 50 copies per minute, with a 40-bin collator. In addition to cost, we analyzed the cost of operation over a five-year period and the ease of operation. Five vendors met the minimum requirements.

The initial cost and five-year cost for each of the five is shown below:

Manufacturer and Model	Initial Cost	Five-Year Cost *
RICOH FT-7060	\$16,159	\$55,479
IBM III-70	26,021	58,533
XEROX 1065	26,758	67,975
CANON 8580	19,245	58,401
MINOLTA 870	15,126	56,509

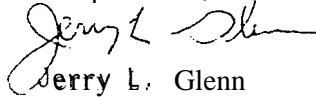
\* Includes supplies and maintenance agreement for 50,000 copies per month for five years at 5% annual inflation rate.

There are some operational problems with the Ricoh copier. It is much larger than the IBM and does not have the large central work area of the IBM.

However, the initial cost of the Ricoh copier is significantly less than the IBM. The five-year cost is less, and the need for the work area were not included in the specifications. These factors make it difficult to justify the IBM equipment.

The Ricoh bid did not include the cost of a user key which is needed to allocate costs to using departments. The cost of that item will add \$900 to the bid price of the Ricoh.

Respectfully submitted,



Jerry L. Glenn  
Assistant City Manager

JLG:br  
Attachment

COUNC611

C O N C I L      C O M M U N I C A T I O N

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TO:     THE CITY COUNCIL  
FROM:   THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE  
AUGUST 2, 1989

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SUBJECT:    PHOTOCOPIER FOR CITY HALL

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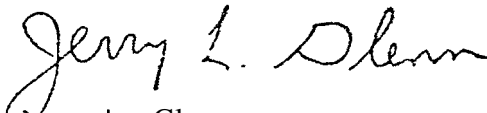
PREPARED BY:                      Assistant City Manager

BACKGROUND INFORMATION:     We have received bids for a copier for City Hall. In analyzing these bids we find the lowest responsible bidder is for a Ricoh copier. Over a life expectancy it will actually cost approximately \$2,000 less than an IBM III 70.

The IBM has operational advantages that makes it the preferred item.

We are still in the process of evaluating the cost versus the ease of operation. We will have a recommendation for the purchase on Wednesday, August 2, 1989.

Respectfully submitted,

  
Jerry L. Glenn  
Assistant City Manager

JLG :br

COUNC610

BIC RESULTS  
COPIER FOR CITY HALL

Bids Received May 26, 1989

	RICOH FT-7060	IBM-III/70	CANNON NP8580	XEROX 1065	MINOLTA 870
<b>Bid Price</b>	\$16,159.60	\$26,020.88	\$19,245.36	526,728.00	\$15,126.20
<b>Terms</b>	Net 30	Not Specif.	Net 30	Net 30	Net 30
<b>Est. 5-Yr cost of Supplies</b>	\$ 9,081.00	\$ 1,831.00	\$ 16,072.00	\$10,226.00	\$12,769.00
<b>Est. 5-Yr Maintenance Agreement cost</b>	\$30,238.00	\$30,582.00	\$23,084.00	\$31,021.00	\$28,614.00
<b>Total Estimated 5-Yr Cost</b>	\$55,478.60	\$58,533.88	\$58,401.36	\$67,975.00	\$56,509.20

COUNC611

CITY COUNCIL MEETING  
AUGUST 2, 1989

BID RESULTS  
COPIER FOR CITY HALL

Bids Received May 26, 1989

	RICOH FT-7060	IBM-111/70	CANNON NP8580	XEROX 1065	MINOLTA 870
<b>Bid Price</b>	516,159.60	526,020.88	\$19,245.36	\$26,728.00	515,126.20
<b>Terms</b>	Net 30	Not Specif.	Net 30	Net 30	Net 30
<b>Est. 5-Yr Cost of- Supplies</b>	\$ 9,081.00	\$ 1,831.00	\$16,072.00	\$ 10,226.00	512,769 .00
<b>Est. 5-Yr Maintenance Agreement cost</b>	\$30,238.00	530,682.00	\$23,084.00	-\$31,021 .00	\$28,614 .00
<b>Total Estimated 5-Yr Cost</b>	<u>\$55,478.60</u> =====	<u>\$58,533.88</u> =====	<u>\$58,401.36</u> =====	<u>\$67,975.00</u> =====	<u>\$56,509.20</u> =====

Following discussion the City Council, on motion of Mayor Pro Tempore Hinchman, Reid second, authorized the purchase of a Ricoh FT-7060 for City Hall from California Copy, Inc. Funds for this equipment. were included in the 1988/89 budget in the amount of 517,000.

The motion carried by the following vote:

Ayes: Council Members - Hinchman Olson, Reid, and Snider

Noes : Council Members - Pinkerton

Absent: Council Members - None